



*City of St. Louis*  
*Department of Health*



**REQUEST FOR PROPOSALS (RFP)**

**HEARING OFFICERS - DEPARTMENT OF HEALTH**

**Anticipated Contract Start: July 1, 2015**

**City St. Louis Department of Health  
1520 Market Street – Rm 4051  
St. Louis, MO 63103  
(314) 657-1415**

## **I. PURPOSE AND INTENT**

This RFP for Hearing Officers is issued by and through the Department of Health (“DOH”) on behalf of the City of St. Louis, Missouri (“City”)

The purpose of this RFP is to solicit sealed proposals for the purpose of hiring individuals through a competitive selection process to provide services as hearing officers for the DOH.

The DOH reserves the right to award the contract(s) resulting from this RFP to one or more respondents, as required and deemed appropriate to meet the needs of the DOH.

## **II. SCOPE OF SERVICES**

The DOH retains hearing officer to perform the following services:

- A. Conduct contested case hearings of appeals filed under Ordinance 69821.
- B. Ensure that a record of the hearing of appeal filed under Ordinance 69821 is prepared and furnished to the Department of Health for its review and consideration in a timely manner.
- C. Provide Findings of Fact and Conclusions of Law relative to the appeal hearing conducted under Ordinance 69821.
- D. Review motions and/or memoranda of law filed in support of motion in connection with appeals filed under Ordinance 69821.
- E. Provide monthly billings for hours worked to the Director of Health, documenting time spent per appeal and detailing the specific work performed in connection with appeals filed under Ordinance 69821.

## **III. FEES**

Hearing officers will be compensated at the rate of \$85.00 per hour of work. Hours billed for the preparation of Findings of Fact and Conclusions of Law shall not exceed three hours per appeal. A request for additional fees for periods of time in excess of three hours must be approved in advance, in writing, by the Director of Health. Administrative support for scheduling appeals and notifying the parties of appeal hearing dates will be provided by the DOH.

## **IV. QUALIFICATIONS**

Minimum Qualifications: attorneys licensed to practice law by the State of Missouri and in good standing with the Missouri bar. Hearing officers must not be delinquent in taxes owed to the City of St. Louis.

Desired Qualifications: experience with administrative hearings; experience as an administrative hearing officer.

## **V. PROPOSAL TIMETABLE**

Request for Proposals (RFP) may be obtained beginning **June 4, 2015** from Joan McCray at the City of St. Louis Department of Health, 1520 Market Street, Suite 4043, St. Louis, MO 63103, or downloaded from the St. Louis City website at <http://stlouis-mo.gov> or by contacting Joan McCray at mccrayj@stlouis-mo.gov or (314) 657-1415.

Any questions regarding this RFP must be submitted in writing no later than **June 12, 2015** to Joan McCray, City of St. Louis Department of Health, 1520 Market Street, Suite 4043, St. Louis, MO 63103 or at mccrayj@stlouis-mo.gov. The DOH will maintain a list of all individuals requesting copies of the RFP and will ensure that copies of all questions and responses thereto shall be made available to each entity on such list. All questions and responses will be posted on the St. Louis City website at <http://stlouis-mo.gov>. No contact with any other Selection Committee member is permitted.

## **VI. PROPOSAL SUBMISSION**

In order to be considered by the Selection Committee, a Respondent's proposal must be received by the DOH at 1520 Market Street, Suite 4043, St. Louis, MO 63103 no later than 4:00 p.m.(CDT) on **Friday, June 19, 2015**. Proposals received after this deadline will not be considered.

A signed original and five (5) copies of the signed original proposal must be submitted. The original must be signed by the Respondent. Confirmation of receipt of Proposal to RFP will be made at the time of receipt upon delivery in person, or if received via U.S. mail, a confirmation of receipt will be sent to the bidder via facsimile.

Proposals must be labeled on the outside of the package to clearly indicate that they are in response to the RFP for Hearing Officers. Proposals submitted via e-mail or facsimile will not be considered.

## **VII. CONTENTS OF PROPOSAL**

Each proposal must contain at a minimum, the following:

- A. A one page transmittal letter expressing interest in the position;
- B. A document(s) that provides the following information:
  - 1. A statement identifying Respondent as either an individual or a law firm and if it is a law firm, the type of organization it is (i.e. professional corporation, limited liability corporation, partnership);
  - 2. The address, phone number and facsimile number of the Respondent;

3. The identity of the attorney(s) who will perform the services in connection with this contract. For each said individual identified, include a description of his/her educational background, date licensed as an attorney and relevant experience in administrative law;

4. Any additional information relevant to Respondent's qualifications for the position or pertinent to the selection criteria identified in Section IX below;

5. The name, address and telephone number of two references. If the reference is a business, corporation or other organization, please identify the contact person;

6. A statement of M/WBE or DBE participation in the project;

7. A statement that Respondent will not during the term of the contract represent any party in a lawsuit in which the City of St. Louis is a party, appear on behalf of an employee before the Civil Service Commission of the City of St. Louis, the Police Retirement System of the City of St. Louis, the Firemen's Retirement System of the City of St. Louis, the Firefighters' Retirement Plan and/or any other administrative body created by ordinance or the Charter of the City of St. Louis or before on behalf of an employee of the City of St. Louis before the Missouri Division of Workers' Compensation;

C. A copy of Respondent's bar card or, if Respondent is a law firm, the bar cards of all attorneys who will perform the services in connection with this contract;

D. A writing sample (preferably a Findings of Fact and Conclusions of Law).

## **VIII. SELECTION COMMITTEE**

The evaluation of the proposals will be performed by a Selection Committee composed of the Director of the Health Department or her designee, an employee of the Health Division, a representative of the Mayor, a representative of the President of the Board of Alderman and a representative of the Comptroller.

## **IX. SELECTION CRITERIA**

The Selection Committee shall consider, at minimum, the following:

- \* Specialized experience, qualification and technical competence of the firm or Respondent, its principals and key staff;
- \* The capacity and capability of the firm/respondent to perform the work with required time limitations set by the Health Department;
- \* Past record and performance of the firm/respondent with respect to scheduled compliance, cost control and quality of work;
- \* Commitment, connection and proximity of the firm/respondent to the City of St. Louis;
- \* M/WBE and/or DBE participation;

- \* Ability of the firm to meet statutory or ordinance requirements;
- \* Other items that arise as the result of the proposal or interview.

**X. MISCELLANEOUS**

A. The City of St. Louis is seeking to enter into a one (1) year contract, with the City reserving the right to terminate on thirty (30) days notice, with or without cause, by submitting written notice. The City reserves the right to renew the contract for additional annual one year terms for up to three years.

B. The successful bidder shall pay all applicable taxes to the City of St. Louis.

C. It is understood and agreed that the contract is subject to appropriation of funds.

D. All materials submitted in accordance with this RFP will become and remains the property of the City and will not be returned. All Proposals shall be considered public records, but may be deemed and treated as closed or exempt by the Department of Health, at the sole discretion of the Department of Health, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

E. The City reserves the right to reject any and all bids or to seek additional bids.

F. The City reserves the right to cancel or withdraw this RFP without the substitution of another RFP.

G. The City reserves the right to interview one or more of the Respondents.

H. The City reserves the right to negotiate a contract with one or more Respondents.

I. The City reserves the right to waive any and/or all non material irregularities pertaining to the submission of the proposal.